

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 04-102/90

NATION-WIDE
PERMANENT

23 AUGUST 2004

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604
(508) 233-6642/6632 (DSN) 256-6642/6632

SERVICE: *Air Guard*
APPLICATIONS ACCEPTED UNTIL: 8 October 2004
EMPLOYMENT LOCATION: 102 FW, Otis, MA
TELEPHONE CONTACT: Karen Pignataro, 508-968-4348

POSITION: QUALITY ASSURANCE SPECIALIST
(AIRCRAFT)
SERIES/GRADE: GS-1910-9

PDCN: 8011800
SALARY: PA \$40,454 to \$ 52,591

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input checked="" type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

All enlisted personnel and those eligible for immediate enlistment in the Massachusetts Air National Guard

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible AFSC: 2A3XX

Maximum Military Grade	Officer:	Warrant Officer:	Enlisted: MSgt
Minimum Military Grade	Officer:	Warrant Officer:	Enlisted: SSgt

GENERAL EXPERIENCE: Experience, education, or training which demonstrates the applicant's skill to present technical information verbally or in written form; skill to collect and analyze data; skill to apply guideline material by reading and interpreting technical material, and skill in dealing with others in a work relationship.

SPECIALIZED EXPERIENCE: Must have 24 months experience with established principles, techniques and accepted practices of quality assurance work; including the application of statistical sampling techniques sufficient to perform assignments of moderate scope and complexity; preparation of technical reports.

APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:

1. Skill in interpreting, and explaining a variety of technical requirements and in making independent judgments concerning such things as the extent to which procedures conform to requirements, or that procedures are effective in controlling quality.
2. Skill in developing quality data sources, recognizing discrepancies, detecting trends, investigating to develop additional or corroborative information, and preparing documented technical reports of findings.
3. Knowledge of quality assurance procedures and methods, and the sources of pertinent regulatory and guideline material related to the functional activity supported by the quality assurance program.
4. Skill in summarizing, analyzing, and evaluating quality data to prepare technical reports.

Job announcements and application procedures are posted on Internet: WWW.STATE.MA.US/GUARD.

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURES

Applicants must submit **one** of the following:

- ✓ Resume
- ✓ Optional Application for Federal Employment (OF 612)
- ✓ SF 171

As a minimum, applications must contain the following:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

SUBMIT PAPER APPLICATIONS TO:

HQ STARC MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604

**SUBMIT ELECTRONIC APPLICATIONS TO:**

e-mail to: staffing@ma.ngb.army.mil

Information on applying electronically can be found at:
<http://www.state.ma.us/guard/Postings/Technician.htm>
Look under **Electronic Application Procedures**

Include all of the following:

- ✓ Application/Resume
- ✓ 1 Copy - HRO Form 1-1 (Application for Position Vacancy), May 99
- ✓ 1 Copy - HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy) Nov 94.
- ✓ 1 Copy SF - 181 (RACE AND NATIONAL ORIGIN IDENTIFICATION) 1982. (This form is optional. Applicants who desire minority consideration must complete this form)
- ✓ Current employees will furnish one (1) additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 within two (2) workdays and forward it to the HRO.

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-6642/6629 or DSN 256-6642/6629. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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